

Vacancy Notice

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Social Services Caseworker</u>	CLASSIFICATION CODE: <u>00793500</u>
	SALARY RANGE: <u>44903-52456</u>	REFERENCE POSITION NO.: <u>Grade 5021 /00182</u>
	Department or Agency Name <u>Public Defender</u>	APPLICATION PERIOD: <u>March 17-27, 2017</u>
	Division/Section/Unit _____	
	Assignment(s) / Comments _____	
	Shift and Days: <u>Monday - Friday 1st Shift</u>	Job Location: <u>Providence / statewide as needed</u>
	Restrictions/Limitations: <u>NONE</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>x</u> No _____	
	Name of Bargaining Unit Union: <u>Local 808 (Liuna)</u>	
	There is ____ is not __X__ a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u>	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	See attached job description	
Minimum Education & Experience	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: or Experience: Such as may have been gained through: <u>Special Requirement:</u>	
SEE ATTACHED JOB DESCRIPTION.		
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	MARY MCELROY, PUBLIC DEFENDER OFFICE OF THE PUBLIC DEFENDER 160 PINE STREET PROVIDENCE, RI 02903 email: aamaral@ripd.org	Telephone #: <u>222-3492</u> Fax #: <u>222-3287</u> TTY/TDD #: _____ (Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**DEPARTMENT OF THE PUBLIC DEFENDER
JOB DESCRIPTION**

Social Caseworker

Title: Social Caseworker

Reports to: Social Casework Supervisor

Responsibilities: The Social Caseworker is responsible for preparing bail release and dispositional plans for the calendar attorneys with whom they work. This includes case processing, case management and maintaining a network of treatment referrals for clients.

Case Processing:

Interview clients in the cellblock or at the Adult Correctional Institutions as needed as part of a screening and assessment process for bail release or long term dispositional planning. Update case files regularly and prior to court dates with notes/memo to file concerning status of the case.

Case Management:

The Social Caseworker will arrange and coordinate treatment for clients as requested by the calendar attorney(s) with whom he/she works. Calendar attorneys may require presentation of a bail release plan for a client who is awaiting trial or formulation of a dispositional plan for a sentenced client in need of services.

This typically includes, but is not limited to: interviewing client and assessing them for appropriate treatment, contacting treatment personnel to arrange admission into treatment, and arranging transportation to treatment. The caseworker may also need to verify clients' status in treatment for review dates set by the court. The Social Caseworker must also maintain a network of service providers with whom they will work to find appropriate services for Public Defender clients.

Program Statistics:

The Social Caseworker will also provide program statistics to the Social Casework Supervisor on a timely basis as he/she requires. The Social Casework Supervisor will supply a standard form for the purpose of this data collection.

Minimum Requirements for the Position:

Bachelor of Social Work or related discipline and two years experience.

Ability to pass criminal background check required for entry into court and correctional settings.

Revised 4/00